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artment of Education

Professional Preparation of Secondary School Teachers

- Qualifications for Admission to Colleges of Education
- Certification
- Summer Schools Operated by Ontario Colleges of Education
- Employment of Secondary School Teachers

Summer Courses 1969
Full-Year Course 1969-70

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For Department of Education Summer Courses
See GENERAL ANNOUNCEMENT SUMMER COURSES 1969,
Ontario Department of Education.

Colleges of Education

Althouse College of Education
The University of Western Ontario
London, Ontario

The College of Education
University of Toronto
371 Bloor Street West
Toronto 5, Ontario

McArthur College of Education
Queen's University
at Kingston, Ontario

WITHDRAWN

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I. ADMISSION TO THE TEACHING PROFESSION IN ONTARIO

1. CITIZENSHIP REQUIREMENTS

An applicant for admission to a College of Education or an applicant for a Letter of Standing

(a) shall be a Canadian Citizen, or

(b) shall have the status of "Landed Immigrant".

2. BASIC REQUIREMENTS FOR ADMISSION TO COLLEGES OF EDUCATION

(a) **Program leading to the Interim High School Assistant's Certificate, Type B**

(i) **The Regular One-Year Programs**

Candidates shall have an approved university degree, with at least 45 academic credits[1] subsequent to Grade 13 (or equivalent). This degree should have the appropriate concentration to support their choice of options. For details of individual programs applicants should consult the calendars of the three Colleges of Education.

In this program two teaching options shall be chosen.

(ii) **The Summer Program**

The Initial Summer Session was offered for the last time in 1968 for university graduates proceeding directly into teaching upon graduation. Candidates who completed this or an earlier session successfully will have an opportunity to attend the Completing session during the summer of 1969, in order to qualify for an Interim High School Assistant's Certificate, Type B.

For a period of time, an appropriate program leading to an Interim High School Assistant's Certificate, Type B, will continue to be offered during the summer for university graduates who can qualify under the "mature student" clause.

(b) **The "Mature Student"**

For the summer of 1969, a candidate seeking admission to a College of Education as a "mature student" shall, in addition to showing evidence of being engaged by a board to teach in a secondary school during the academic year 1969-70, meet the following conditions:

(i) have an acceptable university degree, and

(ii) produce evidence of at least five full years' employment or experience other than as a student before or after a three-year degree beyond Grade 13 or equivalent, or

(iii) produce evidence of at least four full years' employment or experience other than as a student before or after a four-year degree beyond Grade 13 or equivalent, or

---

[1] *The definition of a credit is derived from the basic assumption that there are approximately 60 credits in a four-year course. From this it follows that 15 credits is equivalent to a university year; and a credit may be defined as one-fifteenth of a university year.*

(iv) have credit for at least three full years' employment or experience other than as a student before or after a Master's degree.

For the year 1969, admission to the Initial Summer session will be granted to a candidate who holds an acceptable university degree and by June 27, 1969, has completed at least two years of teaching in a secondary school on a Letter of Permission.

(c) **Programs leading to the Interim Vocational Certificate, Type B**

The following conditions shall be met before a candidate will be considered as having the admission requirements for the programs leading to an Interim Vocational Certificate, Type B.

(i) Candidates shall have Ontario Grade 12 standing or the equivalent.

(ii) Candidates shall present satisfactory evidence of having had the prescribed practical trade experience, normally seven years, some of it in Canada, in the field for which they seek professional training.

The following equivalencies for successful completion of a degree offered by a University, or a diploma offered by a College of Applied Arts and Technology, or Ryerson Polytechnical Institute may be applied to reduce the number of years of acceptable wage earning experience required for admission to courses leading to Vocational teaching certification:

4 year Architecture, Engineering, Nursing, or equivalent degrees plus 2 years of wage earning experience,

3 year C.A.A.T. or Ryerson diploma plus 3 years of wage earning experience,

2 year C.A.A.T. or Ryerson diploma plus 5 years of wage earning experience,

1 year C.A.A.T. or Ryerson diploma plus 6 years of wage earning experience,

Grade 12 S.T. & T. graduation diploma with an acceptable major plus 6 years of acceptable wage earning experience,

Grade 12 or equivalent plus 7 years of acceptable wage earning experience.

It is understood in all cases;

(a) that Grade 12 standing is required for admission to the diploma course concerned,

(b) that in all cases, the course content, the diploma designation and the wage earning experience be related (deal with the same technical area), and

(c) that any reduction in the number of years of wage earning experience required will be made on the basis of the highest diploma held by the candidate.

Before a candidate will be recommended for the certificate he shall complete successfully:

(i) the one-year program (September to May) or

(ii) the Initial and Completing seven-week summer program of professional training, and

(iii) an appropriate Technical Proficiency Examination.

(d) **Programs leading to the Interim Occupational Certificate, Type B (Practical Subjects)**

for candidates without approved professional training

For admission to this course candidates

(i) shall have Ontario Grade 12 standing or the equivalent,

(ii) shall have adequate approved practical experience in at least three diversified fields of occupations and trades.

For certification each candidate shall pass successfully an appropriate Technical Proficiency Examinations in each field.

for candidates with approved professional preparation

This program will be open to candidates who:

(i) hold an Interim or Permanent Elementary School Teacher's Certificate and have three years of approved industrial experience, or

(ii) hold an Interim or Permanent Elementary School Teacher's Certificate and an Intermediate Home Economics Certificate, or

(iii) hold an Interim or Permanent Elementary School Teacher's Certificate and an Intermediate Industrial Arts Certificate, or

(iv) obtain standing in all the professional courses leading to a Vocational Certificate and not less than 40% average in the major Technical Proficiency Examination and have had adequate approved practical experience in at least three diversified fields.

3. CHOICE OF OPTIONS

(a)(i) Normally the candidate will be requested to choose at least one option from: English, French, français, Geography, History, Latin, Mathematics, Science, Biology, Chemistry or Physics.

(ii) Notwithstanding (a) (i) both options may be taken in Business and Commerce.

(b) **Choice of Second Option in the High School Assistant's Course**

(i) The candidate attending the One-Year Program may choose as his second option one listed in (a) (i) not previously chosen, or Agriculture, Economics, Geology, German, Greek, Italian, Political Science, Psychology, Russian, Sociology and Spanish.

(ii) Candidates attending the One-Year Program may choose one of the following for which no previous university background is required: Business and Commerce, Elementary School, Industrial Arts, School Librarianship, Physical Education, and Theatre Arts.

(iii) Candidates attending the summer programs as "mature students" may choose one of the following for which no previous university background is required: Business and Commerce or Physical Education.

(iv) One of Art (offered at the Regular Course only) Music (Vocal or Instrumental and Vocal, offered both in the Summer Course and the Regular Course) may be chosen, provided that the candidate has six university credits or background which the Dean considers satisfactory for admission.

(v) Home Economics may be chosen as an option by candidates possessing a variety of background experience.

Admission to the course for the Intermediate Certificate in Home Economics is restricted to candidates who submit evidence of graduation with

a standing of at least III Class Honours or 60%, whichever is higher, in the final year from a university program with at least five full approved courses in Home Economics.

A candidate with fewer than five courses may choose this option and complete requirements for the Intermediate Certificate in Home Economics through one, two, or three summer courses as determined by the candidate's background. Part I of the course leading to the Interim Intermediate Certificate in Home Economics will qualify the candidate to teach Home Economics in Grades 9 and 10 while completing work for the certificate in summer courses.

(vi) By permission of the Dean and the Professor of Guidance, the candidate may choose Guidance as an option. This option will be restricted to those who have some background of university courses in Psychology, Sociology and related fields, or successful previous experience in business and industry, counselling, personnel or social work.

4. LETTERS OF STANDING (Secondary)

A Letter of Standing (Secondary) will be granted to a teacher qualified to teach in a secondary school in any country, provided that his qualifications meet the following conditions:

(a) that his academic qualifications as contained in official transcripts, meet the requirements which Ontario candidates must fulfil for a corresponding certificate,

(b) that his professional training fulfils the requirements set for Ontario candidates,

(c) that a candidate from outside Canada whose first language is other than English may, upon request, meet the Special Committee in the Department of Education, to show evidence of a satisfactory command of English, and

(d) that the citizenship requirements outlined in Section I, 1, will be met.

A candidate may be required to attend the Special Six Weeks' Course for teachers with professional training.

Letters of Standing are not issued at the Type A level.

Enquiries regarding Letters of Standing should be addressed to The Registrar, Department of Education, 1 St. Clair Avenue West, Toronto 7, Ontario.

5. INTERCHANGE OF ONTARIO TEACHING CERTIFICATES
(Elementary and Secondary)

(a) The holder of a Permanent Elementary School Teacher's Certificate, Standard 4, may, upon accepting a contract from a board to teach in a secondary school, be granted an Interim High School Assistant's Certificate, Type B.

(b) The holder of a Permanent High School Assistant's Certificate may, upon accepting a contract from a board to teach in an elementary school, be granted an Interim Elementary School Teacher's Certificate, Standard 4.

(c) The holder of a Permanent High School Assistant's Certificate or a Permanent Elementary School Teacher's Certificate or equivalent professional

training from outside Ontario, who meets Department of Education requirements for Vocational or Occupational certification, may, upon accepting a contract from a board to teach a Vocational technical course or Occupational practical program of a secondary school, be recommended for an Interim Vocational Certificate, Type B or an Interim Occupational Certificate, Type B upon the successful completion of one seven-week summer session and after having obtained standing in the Technical Proficiency Examination. Acceptable assignments in Subject Analysis, Course of Study, Shop Plan and Equipment Lists must also be submitted.

(d) The holder of a Permanent Vocational Certificate, a Permanent Occupational Certificate (Practical Subjects) or a Permanent Commercial-Vocational Certificate, who has a university degree acceptable for admission to the Type B course at a College of Education may, upon receiving an assignment to teach the academic classes of a secondary school, be granted an Interim High School Assistant's Certificate, Type B.

(e) It is expected that most of the transfers referred to in (a) and (b) above will take place in the case of teachers teaching in the general range of Grades 7-10. Persons transferring to teach in grades beyond this range are advised to take summer courses which will help them to adjust to the new duties.

6. LETTERS OF PERMISSION

Conditions under which boards may make application to the Registrar of the Department of Education for the issuance of a Letter of Permission on behalf of an unqualified teacher are outlined in the following sections;

Section II, 1 (c), and (f) (pages 9 & 10) Acting Principals & Vice-Principals.
Section II, 2, (a) (ii) (page 11) Acting Heads of Department.

Where a school board, having complied with the conditions outlined in the sections listed above, applies to the Department of Education for a Letter of Permission to employ a person who does not hold a certificate valid in Ontario, and who is not a Canadian citizen, evidence of Landed Immigrant status is required. If the first language of the unqualified person is other than English or French, the board should ensure that his use of the language of instruction is acceptable.

II. EMPLOYMENT OF SECONDARY SCHOOL TEACHERS

1. GENERAL INFORMATION

(a) Advertisements for secondary school teachers' positions for the school year 1969-70 shall be inserted for at least three days in a newspaper having a provincial circulation, and shall indicate the salary schedule and the subjects and grades to be assigned to the teacher.

(b) On February 28, 1969, an interim report on their progress will be made available to the student teachers. Interviews with student teachers may be arranged then at the Colleges of Education and contracts negotiated.

(c) Positions held in 1968-69 by unqualified persons who cannot obtain full professional qualifications by September, 1969, must be advertised on March 22 if not advertised earlier. If no applicant is available under Sections (a) and (b) above by April 30, and a further advertisement after April

30 fails to bring a satisfactory response from a person whom the Department of Education will support, a board may request the Registrar of the Department of Education to issue a Letter of Permission on behalf of an unqualified person.

(d) Candidates for admission to a College of Education are required to produce evidence of a negative tuberculin test reading or chest X-Ray taken within the preceding year.

(e) Positions of teachers who have completed the first summer program in any required sequence of summer training for secondary school teachers and are proceeding successfully at every available opportunity towards full qualification need not be advertised.

(f) After a board has advertised in the prescribed manner without success

Letters of Permission for the employment of those who do not hold basic secondary school teaching certificates shall be requested from the Registrar of the Department of Education.

Letters of Permission on behalf of principals or vice-principals of secondary schools, who are not qualified for these positions, or who have not been accepted for the Principals' Course in 1969 shall be requested from the Registrar of the Department of Education.

Letters of Permission for certificated teachers to act as heads of departments or to teach subjects not covered by their certificates shall be requested from the Regional Director of Education.

Teachers of Business and Commerce subjects who are proceeding to Commercial-Vocational certificates in limited fields of commercial work shall not be asked to teach other commercial subjects for which they have no background or training. It is essential that these teachers be given a clear understanding of the subjects for which they will be responsible on a full-time basis before contracts are signed.

(g) Boards should take note that when a second or third request is made on behalf of an unqualified person, clear evidence of recent progress and future intentions must be stated on Form 703 (reverse side of Form 700).

(h) Supervision of teachers holding a Temporary Secondary School Certificate and teaching in Grade 9 or 10 of an elementary school or in any grade of a private school. An applicant who has completed a first summer program in 1968 leading to one of the certificates stated in this memorandum and is now teaching in Grades 9 or 10 of an elementary school shall request a supervisory visit immediately, from his Superintendent, in order that he may be considered for recommendation for admission to a completing program. An applicant who is teaching in a private school shall request a supervisory visit immediately from his Regional Director of Education. (Reference: Departmental Memorandum 1968-69: 14, Section 2, November 4, 1968).

(i) If a school is unable to obtain the services of at least one teacher who is fully qualified in Business and Commerce subjects and who holds a High School Assistant's Certificate, it must not introduce Grade 10 of the Business and Commerce Branch.

(j) Section (h) above will not be applicable to elementary school teachers who apply for the Special Course for Teachers of Physical and Health Education for Girls, outlined on page 18 of this circular.

(k) The attention of boards and applicants is drawn to the citizenship requirements on page 5.

2. PROCEDURES RE ENGAGEMENT OF SUMMER PROGRAM STUDENTS

(a) **Instructions for Boards**

(i) **employing applicants eligible to attend Initial Summer Programs for "Mature Students"**

Upon ascertaining that an applicant's academic qualifications and experience have been provisionally accepted by a College of Education for attendance at a program in 1969, the board shall forward to the Registrar of the Department of Education a completed Details of Employment Form (Form 704, available from the Department of Education) together with a Statement of Applicant (enclosed herewith) signed by the candidate.

A Letter of Approval of Employment will then be issued to the Secretary of the Board by the Department of Education.

Upon signing a contract (or official Acceptance of Position document) with an applicant who has been provisionally accepted, the Secretary of the Board should advise the applicant to forward immediately, a signed copy of the Acceptance of Position document or a signed copy of the contract to the Registrar of the College.

(ii) **employing persons on Letters of Permission**

The employing board will advise the Department immediately if an applicant who is eligible for admission fails to attend the summer course or attends and fails to qualify for a certificate.

The contract may be cancelled by either of the contracting parties and a Letter of Permission will be required if the board wishes to retain the applicant's services.

(b) **Instructions for prospective applicants for Initial Summer Sessions for (a) Mature Students in the High School Assistant's Program, Type B, (b) Vocational, Type B, Part I, and (c) Occupational (Practical Subjects) Type B, Part I**

(i) Applicants who wish to attend an Initial Summer Session of a College of Education should apply as early as possible to the College concerned for a Statement of Provisional Acceptance submitting: (a) an official transcript of courses, (b) letter(s) from employer(s) giving evidence of years of employment or experience other than as a student.

(ii) Upon receipt of a Statement of Provisional Acceptance issued for the 1969 session, a candidate may apply to a school board for a position.

(iii) Before signing a contract with a board or an official Acceptance of Position document the candidate shall present a completed Statement of Applicant (attached to this circular) to the Secretary of the Board.

(iv) The board will complete a Details of Employment Form (Form 704) supplied by the Department of Education, and will send the completed form of the Details of Employment and the Statement of Applicant to the Registrar of the Department of Education.

(v) The candidate will forward to the College of Education a copy of the signed contract or official Acceptance of Position document.

(vi) When the Registrar of the Department of Education has received from a board a completed Details of Employment form and the completed Statement of Applicant attached, a Letter of Approval for the applicant's employment will be sent to the board.

(vii) When all admission requirements are met the College will grant final admission.

SUMMARY OF PROCEDURE

Initiator of Action	Action
1. *Candidate*	As early in the year as possible an eligible candidate applies to the College of his choice for a Statement of Provisional Acceptance.
2. *College*	College issues Statement of Provisional Acceptance.
3. *Candidate*	On receipt of Statement of Provisional Acceptance candidate applies to board for position.
4. (i) *Candidate*	Sends completed Statement of Applicant to Secretary of Board
(ii) *Board*	Board grants candidate signed contract (or official Acceptance of Position document). Board sends Details of Employment form (Form 704) along with Statement of Applicant to Registrar of Department of Education.
5. *Candidate*	Sends copy of contract or official Acceptance of Position document to the College.
6. *Department of Education*	The Department sends a Letter of Approval to the Board.
7. *College*	The College grants final admission.

III. PROGRAMS LEADING TO TEACHING CERTIFICATES VALID IN ONTARIO SECONDARY SCHOOLS

1. THE ONE-YEAR PROGRAMS (September to May)

(a) The regular programs (September to May) at Althouse College of Education, University of Western Ontario, at The College of Education, University of Toronto, and at McArthur College of Education, Queen's University, will provide instruction and practice teaching leading to the Interim High School Assistant's Certificate, Type B and Type A, the Interim Vocational Certificates, Type B and Type A, the Interim Occupational Certificates, Type B and Type A (Practical Subjects), and additional certificates in certain subjects.[1]

See appropriate College calendars for programs.

Programs leading to Interim Intermediate and Specialist Certificates in Industrial Arts will be offered at The College of Education, Toronto, only.

(b) Conditions of admission are stated in the Calendars of the respective Colleges. Applications should be addressed to the College which the candidate plans to attend.

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[1] *The courses leading to vocational and occupational certificates will not be offered at McArthur College during the academic year 1969-70, while this College is offering a restricted program in rented quarters.*

2. THE INITIAL SUMMER SESSION OF THE PROGRAM FOR "MATURE STUDENTS"[1]

(leading to the Interim High School Assistant's Certificate, Type B)

(a) In accordance with the announcement made by the Minister in the Legislature on May 17, 1967, candidates eligible for admission to a College of Education under the "mature student" classification (see definition, page 5), will be permitted to qualify for a temporary teaching certificate valid in the secondary schools of Ontario by attending an Initial course at a College of Education. Not all courses will be offered at all colleges. The location of summer sessions and the decision to offer a course at more than one college will be determined by the demand. Candidates who hold admission requirements and who wish to qualify by attending the summer course route in preference to the Regular Course (September to May) are advised to apply to the Registrar of the College of their choice. In due time an announcement will be made regarding the summer programs to be offered at each College.

(b) *Not later than June 1, "mature students" should submit their applications to:*

The Registrar,
The College of Education,
University of Toronto,
371 Bloor Street West,
Toronto, Ontario

(c) In the Initial session a candidate will be required to select two options from the following:

Business and Commerce, English, français, French, Geography, German, History, Home Economics, Latin, Mathematics, Music, Physical and Health Education, Science (Biology, Chemistry and Physics) and Spanish.

(d) The following options are not offered as part of the Initial or Completing Programs of the Summer School:

Agriculture, Art, Economics, Elementary School, Geology, Greek, Guidance, Home Economics (for candidates without a university background of five Home Economics courses, with 60% in the Home Economics course of the final year), Industrial Arts, Italian, Political Science, Psychology and Sociology, Russian, School Librarianship, and Theatre Arts.

Notes:

(i) Français is available at McArthur College of Education, only.

(ii) German, Spanish, Home Economics and Music are available as options in the Initial session in 1969, only at The College of Education, Toronto.

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[1] *For definition of "Mature Student" see page 5.*

[2] *Biology, Chemistry and Physics may be offered as a combined Science option.*

(e) Prospective teachers of Business and Commerce may select two options in Business and Commerce (see Section I, 3(a) (ii), page 7).

(f) Home Economics (where offered), may be chosen as the second option by candidates, in accordance with conditions outlined in Section I, 3 (b) (v), page 7.

(g) Candidates choosing the options of Business and Commerce, Home Economics, Music or Physical and Health Education will be considered qualified to teach the subject if they are successful in the summer course, teach satisfactorily and proceed without delay to obtain the necessary certificate.

(h) Candidates who have chosen the option of Home Economics (where offered) Music, or Physical and Health Education, and who are successful in the Completing Program the following summer may receive, in addition to the Interim High School Assistant's Certificate, Type B, standing in the additional subject as indicated in the calendars of the Colleges of Education. For details of the Completing Program see Section III, 8, page 19.

3. PROGRAM FOR VOCATIONAL TEACHERS OF TECHNICAL SUBJECTS

The first seven-week summer session of a two-summer sequence leading to the Interim Vocational Certificate, Type B (subject named) for technical teachers will be offered at Toronto and London only in 1969, commencing July 2 and ending August 15, to candidates who:

(a) hold Ontario Grade 12 standing or equivalent,

(b) submit written proof from employers that the prescribed practical trade experience in the field for which they seek professional training has been completed.

Note;

Candidates will take technical proficiency examinations in November between the Initial and Completing Programs.

If an adequate number of graduates of the Food Administration Course or the Course in Fashion and Design of Ryerson Polytechnical Institute, or of any other approved institution who, subsequent to their graduation have had twelve months of approved industrial experience, make application, they will be admitted to the above course at Toronto.

For detailed information about this program, apply to:

The Director,
Technical and Industrial
Arts Department,
The College of Education,
371 Bloor Street West,
Toronto 5, Ontario.

OR

The Associate Registrar,
Althouse College of Education,
The University of Western
Ontario,
1137 Western Road,
London, Ontario.

4. PROGRAMS FOR TEACHERS OF PRACTICAL SUBJECTS IN OCCUPATIONAL CLASSES

(a) **Professional Education**
for Candidates without teaching qualifications

The first seven-week summer session of a two-summer sequence leading to the Interim Occupational Certificate, Type B (Practical Subjects) will be offered in 1969 at London and Toronto, commencing July 2 and ending August 15, for candidates who:

(i) hold an Ontario Grade 12 standing or equivalent, and

(ii) have had approved practical experience in three trade areas, and

(iii) take the appropriate technical proficiency examination.

(b) **Practical Training**
for candidates with teaching qualifications

If a sufficent number of candidates apply, a six-week program commencing July 2 and ending August 8 (two weeks for each subject) leading to the Interim Occupational Certificate, Type B (Practical Subjects), will be offered in Toronto only, in the following subjects:

for women: Food Preparation, Food Service Management, Waiter and Waitress training, Hospital Services and Home Care, Retail Sales, Personal Grooming, Sewing and Alterations.

for men: Rough Carpentry, Trowel Trades, Painting and Decorating, Electric Appliance Repair, Small Engines Maintenance, Service Station Operation, Welding, Custodial Services, Auto Body, Sheet Metal.

To this program may be admitted candidates who:

(i) hold an Interim Elementary School Teacher's Certificate and have three years of related industrial experience, or

(ii) hold an Interim Elementary School Teacher's Certificate and an Interim Intermediate Home Economics Certificate, or

(iii) hold an Interim Elementary School Teacher's Certificate and an Interim Intermediate Industrial Arts Certificate, or

(iv) hold an Interim Vocational Certificate, Type B, or

(v) have standing in all the professional courses leading to an Interim Vocational Certificate, Type B, and have not less than 40% average on the major Technical Proficiency Examination and have had approved practical experience in at least three diversified fields.

(c) Before candidates for the above-mentioned program may be recommended for certification they:

(i) will be required to pass three minor Technical Proficiency examinations in November following the final summer program,

(ii) will submit acceptable Subject Analyses, Courses of Study, Shop Plans, and Equipment Lists.

Note:

Candidates who do not have the necessary work experience may be required to take a second six-week program of practical subjects.

5. PROGRAM FOR VOCATIONAL TEACHERS OF COMMERCIAL SUBJECTS (C2)

Commercial-Vocational Courses of a two-summer sequence will be offered at Ottawa and Toronto in 1969, commencing July 2 and ending August 1. These courses lead to the Interim Commercial-Vocational Certificate, Type B, valid in any secondary school for teaching the commercial subjects named on the certificate.

(a) **Eligibility**

(i) Graduates of an accredited university with standing acceptable to the Dean who are not eligible for the High School Assistant's program may qualify for admission to any one of the courses offered.

(ii) Graduates of the three-year Secretarial Science Course at the Ryerson Polytechnical Institute may qualify for admission to the Typewriting, Office Practice and Shorthand courses.

(iii) Applicants holding diplomas as Chartered Accountants, Chartered General Accountants, and Registered Industrial Accountants may qualify for admission to the Bookkeeping and Accounting course.

(iv) Applicants must submit evidence that they have obtained a contract with a secondary school board, or a publicly supported educational institution, an inspected private school, or a College of Applied Arts and Technology, to teach the business subjects for which they receive certification upon successful completion of this course.

(b) **Teaching Options**

(i) Applicants proceeding toward an Interim Commercial-Vocational Certificate, Type B, may choose one of the following courses:

1. Bookkeeping and Accounting.
2. Typewriting and Office Practice.
3. Typewriting, Office Practice and Shorthand.

The course followed determines the skills or subjects for which the certificate is valid in a secondary school.

(c) **Subjects of Certification**

(i) Applicants who select the Bookkeeping and Accounting course will be certified to teach Bookkeeping and Accounting, Recordkeeping, and Business Practice and may also be certified for other related subjects.

(ii) Applicants who select the Typewriting and Office Practice course will be certified to teach Typewriting, Grades 9 and 10, and Office Practice. These teachers may also be certified for other related subjects. Teachers who select the Typewriting, Office Practice, and Shorthand courses will be certified to teach these three subjects and may also be certified to teach related subjects.

Applicants for any of these courses may be required to try qualifying examinations in the field of their choice at the option of the Admissions Committee. All applications for these courses must be received prior to June 1.

Applicants who are accepted for these courses and who, after one year's successful teaching complete a second summer course in 1970, will be granted

an Interim Commercial-Vocational Certificate, Type B (subjects named), valid for five years. A permanent Commercial-Vocational Certificate (subjects named), may be issued after two years of teaching experience if the quality of the teacher's work has been satisfactory and he has completed half the credits toward an acceptable university degree. Upon completion of the degree, teachers may apply to the Department of Education for an Interim High School Assistant's Certificate, Type B.

Detailed information regarding this course as well as information regarding examinations, should be obtained immediately from the Director, Business and Commerce Department, The College of Education, 371 Bloor Street West, Toronto 5, in order that eligibility for admission may be established before a contract is made with a school board.

6. COURSE FOR VOCATIONAL TEACHERS OF COMMERCIAL SUBJECTS (C3)

Commercial-Vocational Courses of a three-summer sequence will be offered at Ottawa and Toronto in 1969, commencing July 2 and ending August 1. These courses lead to an Interim Commercial-Vocational Certificate, Type B, valid in any secondary school for teaching the Commercial subjects named on the certificate. These courses offer preparation in methodology for the subjects of Typewriting, Office Practice, Shorthand, and Marketing, but not for Bookkeeping or Accounting.

(a) **Eligibility**

To these five-week courses may be admitted applicants who submit the following:

(i) an Ontario Secondary School Honour Graduation Diploma or equivalent, and

(ii) a statement satisfactory to The College of Education, from an employer or employers that the applicant has had at least five years' acceptable office or merchandising experience. Graduates of the Marketing Management or Retail Administration options of the three-year course at Ryerson Polytechnical Institute must submit similar statements testifying to at least two years of acceptable office or merchandising experience subsequent to graduation from the Ryerson Polytechnical Institute, and

(iii) evidence that the applicant has passed the required qualifying examinations in Shorthand, Typewriting, or Marketing, and

(iv) evidence that the applicant has obtained a contract with a secondary school board, with an inspected private school, or other publicly supported educational institution, to teach the business subjects in which he has passed the qualifying examinations.

(b) Teaching Options

Applicants proceeding toward an Interim Commercial-Vocational Certificate, Type B, may choose one of the following courses:

(i) Typewriting and Office Practice

(ii) Typewriting, Office Practice and Pitman Shorthand

(iii) Marketing

The course taken determines the skills or subjects for which the certificate is valid in a secondary school.

(c) **Subjects of Certification**

Applicants who select the Typewriting and Office Practice course will be certified to teach Typewriting, Grades 9 and 10 and Office Practice. These teachers may also be certified for other related subjects. Teachers who select the Typewriting, Office Practice, and Shorthand course will be certified to teach these three subjects and may also be certified to teach related subjects.

Applicants who select the Marketing course will be certified to teach Retail Merchandising, Grades 9 and 10, and Marketing Grades 11 and 12, and may be certified to teach related subjects in the marketing field.

(d) **Examination Regulations**

Qualifying examinations will be offered at The College of Education, Toronto in March, April and May. Prior arrangements for writing examinations must be made through The College of Education. Special arrangements may be made prior to May 15, to write examinations in designated examination centres outside Toronto. No qualifying examinations will be offered after June 1, 1969.

If the applicant is successful in the summer courses and in teaching, the employing board will not be required to advertise the position during the teacher's second year of teaching. After the third summer course the successful candidate will receive an Interim Commercial-Vocational Certificate, Type B (subjects named). This certificate will be valid for five years. A permanent Commercial-Vocational Certificate (subjects named), may be issued after two years of experience if the quality of the teacher's work has been satisfactory and the teacher has completed half the credits toward an acceptable university degree. Upon award of his degree, the teacher may apply to the Department of Education for an Interim High School Assistant's Certificate, Type B, and will be eligible to proceed toward Commercial Specialist status.

Detailed information regarding this course as well as information regarding examinations should be obtained immediately from the Director, Business and Commerce Department, The College of Education, 371 Bloor Street West, Toronto 5, in order that eligibility for admission may be established before a contract is made with a school board.

7. SPECIAL PROGRAM FOR TEACHERS OF PHYSICAL EDUCATION FOR GIRLS

A special secondary school six-week summer program in Physical and Health Education will be offered by The College of Education, Toronto, commencing on July 2 and ending August 8.

(a) Where no qualified applicant or person attending the Initial Course as a mature student choosing Physical Education as an option is available, a contract to teach Physical Education in a secondary school for the school year 1969-70 (see Section II, 1(h), page 10), may be given by a board which has requested from the Registrar of the Department of Education a Letter of Permission to employ a female teacher who holds a Permanent Elementary School Teacher's Certificate, an Ontario Secondary School Honour Graduation Diploma, and has been issued a Statement of Provisional Acceptance for the program from the College of Education.

(b) A contract may be renewed from year to year without advertising, on evidence of satisfactory teaching and progress, following the first year of secondary school teaching, towards an Arts or Science degree. At least one

university course per year and at least three courses every two-year period will be required. When a teacher obtains an Interim High School Assistant's Certificate Type B, this special summer program in Physical and Health Education will be accepted as the equivalent of Part I of the Intermediate Certificate in Physical Education for secondary schools. It will be counted as one unit in Physical and Health Education for elementary schools if the teacher does not finish the degree and returns to teaching in elementary schools.

A teacher engaged under the conditions outlined in this section may not be employed by a board unless at least half the teacher's periods in the week will be devoted to Physical and Health Education. This fraction of time and the other subjects which she will teach must be carefully set forth in Form 700 by the Secretary of the Board. A statement of Applicant certifying that the teacher concerned is willing to attend the Program should be attached to the request for a Letter of Permission.

8. COMPLETING SUMMER PROGRAMS

(a)(i) A special Completing Program of seven weeks, consisting of the professional (foundation) subjects offered by the College, and further study in the two optional subjects taken in the Initial Program, will be given in the summer of 1969 at each of Kingston, London, and Toronto. This program will be available to candidates who have completed successfully the Initial eight-week summer program of 1968 or earlier, have taught satisfactorily during a complete school year on a Temporary Secondary School Certificate and have been recommended by the Principal and the Superintendent concerned. On the successful completion of this program, the candidate may be granted an Interim High School Assistant's Certificate, Type B.

The Completing Program will begin on July 2 and end on August 15. Applications for candidates who obtained Temporary Secondary School Certificates in 1968 will be submitted to the Registrar of the Department of Education through the principals of the secondary schools on Form 901 in April. Candidates who qualified for Temporary Secondary School Certificates prior to 1968 should apply to the Registrar of the Department of Education before May 15, 1969 for admission. Acceptance will be mailed from the Colleges of Education about May 30.

Candidates for the Completing Program in 1969 will attend the same College in which they took the Initial Program in 1968.

(ii) Subject to the conditions stated in (i), candidates who, in 1969 complete successfully the Initial Program as "mature students" will take a Completing Program to be offered at the same centre in 1970 in order that the requirements for an Interim High School Assistant's Certificate, Type B, may be fulfilled.

(b)(i) Candidates who, in 1969, complete successfully the first Vocational, Occupational, or Commercial-Vocational summer programs and who teach satisfactorily in their field of certification during the complete school year 1969-70 may be recommended by their Principal and the Superintendent concerned for the second summer program in 1970.

(ii) Completing seven week programs in subjects leading to an Interim Vocational Certificate, Type B, will be given in Toronto, and London in 1969. Completing seven-week Programs in Occupational subjects leading to an Interim Occupational Certificate, Type B (Practical Subjects) will be given in Toronto and London in 1969.

These courses will commence on July 2 and end on August 15.

9. SUMMER PROGRAM LEADING TO AN INTERIM HIGH SCHOOL ASSISTANT'S CERTIFICATE; TYPE B, FOR TEACHERS WITH PROFESSIONAL EDUCATION

A program of six weeks, consisting of Administration and Professional Practice and an appropriate pattern of two secondary school subjects chosen from the following: Business and Commerce, English, français, French, Geography, German*, History, Latin, Mathematics, and Science, will commence on July 2 and end on August 8.

This program will be offered at Toronto only, to candidates who have met the requirements for admission to the High School Assistant's Course, Type B, and

(a) who, after failing in a Completing or a One-Year Program at a College of Education, have been given permission to attend this program with a change of options, or

(b) who hold an Ontario Interim Elementary School Teacher's Certificate, Standard 4, and wish to take an orientation course in preparation for teaching at the secondary level, or

(c) who hold a Permanent Elementary School Teacher's Certificate, Standard 4, and who do not have a contract with a secondary school board, or

(d) who have the academic standing necessary to qualify for a Letter of Standing having the force of an Interim High School Assistant's Certificate, Type B, and a teaching certificate valid in the secondary schools of a jurisdiction outside of Ontario, but teacher-training does not meet Ontario requirements, or

(e) who are eligible for a Secondary School Letter of Standing but who wish to familiarize themselves with the Ontario school system.

Notes: 1. Business and Commerce if chosen, must be selected as both options, in the Accountancy and Secretarial fields. Candidates must qualify in either Bookkeeping or Shorthand through university credits, four-year commercial high school courses or by passing tests on the opening date of the program. Some previous skill in Typing is essential.

2. A person who holds a Letter of Standing, having the force of an Interim High School Assistant's Certificate, Type B, or who has a contract with a secondary school board and holds a Permanent Ontario Elementary School Teacher's Certificate, Standard 4, is not required to take further training but may enrol in this course to become more familiar with the methods in the subjects which he expects to teach in the secondary schools of Ontario.

10. TYPE A SEMINARS

Candidates who are eligible, in accordance with programs listed in Circular 649, and wish to qualify for Type A certification should submit their university transcripts to the officials of the College of their choice, authorized to give Type A rulings.

A summer program of six weeks commencing on July 2 and ending August 9 will be offered for teachers who:

(a) hold an Interim High School Assistant's Certificate, and

**If sufficient number apply*

(b) possess the necessary academic qualifications to obtain an Interim High School Assistant's Certificate, Type A, (as outlined in Circular 649), and

(c) have been recommended for attendance at a Type A seminar by the Superintendent concerned on the basis of their competence as a classroom teacher of their Type A subject(s).

Note: Any applications for attendance at a Type A Seminar that reach the Colleges after April 1, 1969, will be considered late applications, and will be subject to the policy regarding late applications in effect at the university of which the College is a part.

TYPE A SEMINARS OFFERED IN THE SUMMER OF 1969

	Althouse College of Education, London	The College of Education, Toronto	McArthur College of Education, Kingston
Biology	●	●	●*
Chemistry	●	●	●*
Chemistry and Biology	●	●	●*
Classics (Latin and Greek)		●	
Economics		●	
English	●	●	●
English and Drama			●*
English and French	●*	●	
English and German		●	
English and History	●	●	●
English and Latin		●	
English and Spanish		●	
français			●
French	●*	●	
French and German		●	
French and Italian		●	
French and Spanish		●	
Geography	●	●	●
Geology		●*	
History	●	●	●
Home Economics	●	●	
Italian and Latin		●	
Latin		●	
Latin and French		●	
Latin and Greek		●	
Mathematics	●	●	●
Mathematics and Physics	●	●	●*
Music	●	●	
Physical and Health Education (Men)	●	●	●
Physical and Health Education (Women)	●	●	●*
Physics	●	●	●*
Physics and Biology	●	●	●*
Physics and Chemistry	●	●	●*
Political Science		●	
Political Science and Economics		●	
Psychology		●*	
Psychology and Sociology		●*	
Science	●	●	
Spanish and Latin		●	
Sociology		●*	

*If enough candidates apply

Note: There will be no seminar in Agriculture or Art during 1969.

11. BUSINESS AND COMMERCE SUMMER PROGRAMS LEADING TO INTERMEDIATE AND SPECIALIST CERTIFICATES

The Specialist course is open only to the holders of High School Assistant's Certificate.

Summer programs for teachers who hold an Interim High School Assistant's Certificate or an Interim Elementary school Teacher's Certificate will be offered at London and Toronto as follows:

Accountancy, Intermediate and Specialist
Data Processing, Intermediate and Specialist
Marketing and Merchandising, Intermediate and Specialist
Secretarial, Intermediate and Specialist

12. VOCATIONAL AND OCCUPATIONAL SUMMER PROGRAMS LEADING TO TYPE A CERTIFICATES

(a) **Vocational**

Parts I and II of a two-summer sequence of five weeks each, commencing on July 2 and ending August 1 leading to the Interim Vocational Certificate, Type A, will be offered in London and Toronto.

To *Part I* will be admitted a practising teacher who:

(i) holds a Permanent Vocational Certificate,

(ii) is recommended by the Superintendent concerned, and

(iii) can meet the conditions outlined in Circular 612g, Revised 1967, which may be obtained from the College of Education concerned.

To *Part II* will be admitted a practising teacher who has obtained standing in part I or

(i) is a graduate of Applied Science (B.Sc, or B.A.Sc) or of the School of Architecture (B.Arch.), or the School of Nursing (B.Sc.N.), and

(ii) holds an Interim Vocational Certificate, Type B, and

(iii) is recommended by the Superintendent concerned. Candidates in this category will be required to complete a special program.

(b) **Occupational**

Parts I and II of the Interim Occupational Certificate, Type A, (Practical Subjects) will be offered at Toronto only. To this program will be admitted a candidate:

(i) who holds a Permanent Occupational Certificate, (Practical Subjects),

(ii) whose teaching has been considered satisfactory for a period of two years by the Superintendent concerned, and

(iii) can meet the conditions in Circular 612g, Revised 1967, which may be obtained from the College of Education concerned.

13. HOME ECONOMICS SUMMER PROGRAM

(for teachers who hold a basic certificate)

Courses leading to the Elementary and Intermediate certificates in Home Economics are offered in the summer by the Colleges of Education to teachers who qualify for admission.

A revised program of three seven-week courses will replace the former program of four five-week courses, with Part I being offered at Althouse College of Education, University of Western Ontario, London from July 2 to August 16, 1969. Holders of the Elementary School Teacher's Certificate may apply. Candidates who successfully complete Part I of the revised program will receive the Elementary Home Economics Certificate.

Parts II and III of the former five-week course will be offered in 1969 in Toronto only, from July 2 to August 8, for candidates who have completed Part I of this sequence. These candidates will be able to complete requirements for the Intermediate Home Economics certificate at The College of Education, University of Toronto, according to the following schedule:

Courses to be Offered

Year	Former Program *(Toronto only)*	Revised Program
1969	Parts II and III	Part I (London)
1970	Parts III and IV	Part I (London), Part II (Toronto)
1971	Part IV	Part I (London), Part II and III (Toronto).

After 1970, Part I will be offered each year at Althouse College of Education, University of Western Ontario, Parts II and III will be offered each year at The College of Education, University of Toronto.

Candidates who have earned standing in one or more parts of the former program and are unable to attend summer courses to complete requirements by 1971, will be admitted to the revised program at the level determined by the Registrar, according to their record in course previously taken.

14. INDUSTRIAL ARTS SUMMER PROGRAMS

The following programs of five weeks commencing July 2 and ending August 1 will be offered at Toronto only:

(a) **Program for the Elementary Certificate**

The courses consist of two summer sessions. Part I shall be taken before Part II. Both parts will be offered in 1969.

To Part I may be admitted a teacher who holds a certificate or a Letter of Standing qualifying him to teach in an elementary or a secondary school in Ontario.

To Part II of this program may be admitted a candidate who has successfully completed Part I.

(b) **Program for the Interim Supervisor's Certificate**

This program consists of two summer sessions, Part III of the Elementary program and Part I of the Intermediate program.

To Part III may be admitted a teacher who holds a Certificate qualifying him to teach in an elementary or secondary school in Ontario and who,

(i) holds an Elementary Industrial Arts Certificate, or

(ii) completed satisfactorily Part II of the Elementary Industrial Arts Course subsequent to 1969.

To Part I of the Intermediate Program may be admitted a teacher who has successfully completed Part III of the Elementary Program.

(c) **Program for the Interim Intermediate Certificate**

Part I of a three summer sequence will be offered, if sufficient candidates apply.

To Part I may be admitted a candidate who:

(i) holds an Ontario basic teaching certificate, and

(ii) has successfully completed Part I, Part II and Part III of the Elementary Industrial Arts Summer program.

To Part II may be admitted a candidate who has passed Part I, and to Part III may be admitted a candidate who has passed Part II.

(d) **Program for the Interim Specialist Certificate**

Parts I, II and III of a three-summer sequence.

To Part I may be admitted a candidate who:

(i) holds an Interim Intermediate Industrial Arts certificate and,

(ii) has taught Industrial Arts successfully for one year, as confirmed by the Superintendent concerned, and

(iii) has seven Grade 13 credits (two of which shall be English or français) or equivalent.

To Part II may be admitted a candidate who has passed Part I and to Part III may be admitted a candidate who has passed Part II.

Further information about these programs and application forms may be obtained from:

The Director
Technical and Industrial Arts Department
The College of Education
371 Bloor Street West
Toronto 5, Ontario.

15. PROGRAMS IN SCHOOL LIBRARIANSHIP

The following six-week programs will be offered commencing July 2 and ending August 8:

(a) Part I of a two-summer sequence, leading to the Intermediate Certificate in School Librarianship, will be offered only at McArthur College of Education, Queen's University, Kingston, commencing on July 2 and ending August 8.

To Part I will be admitted a candidate who:

(i) holds an Interim High School Assistant's Certificate, and

(ii) submits evidence of at least one year of successful teaching experience in a secondary school.

(b) Part II of a two-summer sequence leading to the Intermediate Certificate in School Librarianship will be offered only at Althouse College of Education, University of Western Ontario, London, for candidates who have successfully completed Part I, and submitted evidence of at least one year of successful school library experience subsequent to completion of Part I.

(c) The Program leading to the Specialist Certificate in School Librarianship will be offered only at The College of Education, Toronto, for candidates who hold an Intermediate Certificate and submit evidence of at least one year of successful school library experience subsequent to completion of Part II.

Details of these courses may be obtained as follows:

(i) for students planning to take Part I at McArthur College of Education, from the Registrar, McArthur College of Education, Queen's University at Kingston, Ontario.

(ii) for students planning to take Part II at Althouse College of Education from the Associate Registrar, Althouse College of Education, University of Western Ontario, 1137 Western Road, London.

(iii) for students planning to take the Specialist Course at the College of Education, Toronto, from the Principal of the School Librarianship, The College of Education, 371 Bloor Street West, Toronto 5, Ontario.

16. SUMMER PROGRAMS IN PHYSICAL AND HEALTH EDUCATION

(a) Programs of six weeks, commencing July 2 and ending August 8 leading to the Intermediate Certificate, will be offered as follows:

Part I *(Men and Women)*, in Toronto only
Part II *(Women)*, in Kingston and Toronto
(Men), in Toronto only.

(b) A six-week program commencing on July 2 and ending August 8, leading to the Interim Specialist Certificate, will be offered as follows:

Women, in Kingston and Toronto
Men, in Kingston and Toronto

Application forms may be obtained from the Principal of Physical and Health Education summer programs (men or women) of the College of Education concerned.

G. L. Duffin
Assistant Deputy Minister
Toronto, February 17, 1969

COURSES OFFERED
(Alphabetically arranged)

	Number of weeks	Althouse College of Education London	The College of Education Toronto	McArthur College of Education Kingston	Ottawa	Begins	Ends
Business & Commerce Courses (for qualified teachers)							
Part I Intermediate	5	•	•			July 2	August 1
Part II Intermediate	5	•	•			July 2	August 1
Specialist	5	•	•			July 2	August 1
Commercial-Vocational (VC2 & VC3)							
VC2 Part I	5		•		•	July 2	August 1
VC2 Part II	5		•		•	July 2	August 1
VC 3 Part I	5		•		•	July 2	August 1
VC3 Part II	5		•		•	July 2	August 1
VC3 Part III	5		•		•	July 2	August 1
Completing Summer Course	7	•	•	•		July 2	August 15
Home Economics							
Part I	6	•				July 2	August 8
Part II	6		•			July 2	August 8
Part III	6		•			July 2	August 8
Home Economics (Intermediate) (for graduates)	6		•			July 2	August 8
Industrial Arts							
Elementary Part I	5		•			July 2	August 1
Elementary Part II	5		•			July 2	August 1
Elementary Part III	5		•			July 2	August 1
Intermediate Part I	5		•			July 2	August 1
Intermediate Part II	5		•			July 2	August 1
Specialist Part I	5		•			July 2	August 1
Specialist Part II	5		•			July 2	August 1
Specialist Part III	5		•			July 2	August 1
Initial Summer Course (for mature students)	8		•			July 2	August 22

		Number of weeks	Althouse College of Education London	The College of Education Toronto	McArthur College of Education Kingston	Ottawa	Begins	Ends
Occupations (Practical) Type B								
Women	*Part I*	6		•			July 2	August 8
	Part II	6		•			July 2	August 8
Men	*Part I*	6		•			July 2	August 8
	Part II	6		•			July 2	August 8
Specialist Part I		5		•			July 2	August 1
Specialist Part II		5		•			July 2	August 1
Occupations (Professional) Type B								
Women	*Part I*	7	•	•			July 2	August 15
	Part II	7	•	•			July 2	August 15
Men	*Part I*	7	•	•			July 2	August 15
	Part II	7	•	•			July 2	August 15
Physical and Health Education								
Women	*Intermediate Part I*	6		•			July 2	August 8
	Intermediate Part II	6	•	•	•		July 2	August 8
	Specialist	6		•	•		July 2	August 8
Men	*Intermediate Part I*	6		•			July 2	August 8
	Intermediate Part II	6		•			July 2	August 8
	Specialist	6		•	•		July 2	August 8
Special course for teachers of Physical Education (women)		6		•			July 2	August 8
School Librarianship								
Intermediate Part I		6			•		July 2	August 8
Intermediate Part II		6	•				July 2	August 8
Specialist		6		•			July 2	August 8
Summer courses for teachers with Professional training		6		•			July 2	August 8
Type A Seminars (see page 22)								
Vocational Courses								
Initial Type B, Part I		7	•	•			July 2	August 15
Completing Type B, Part II		7	•	•			July 2	August 15
Type A, Part I		5	•	•			July 2	August 1
	Part II	5	•	•			July 2	August 1

***If a sufficient number of applicants apply.**